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**From:** Finman, Hodayah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=92EFBC05989A49EC874C24BB790A872C-FINMAN, HODAYAH]  
**Sent:** 3/16/2022 6:51:54 PM  
**To:** Westrate, Rachel [Westrate.Rachel@epa.gov]; Barnhart, Megan [Barnhart.Megan@epa.gov]  
**CC:** Almeida, Paul [Almeida.Paul@epa.gov]  
**Subject:** RE: Status Spreadsheet

Finman, Hodayah has shared a OneDrive for Business file with you. To view it, click the link below.

 Briefing Book and Memo Status Spreadsheet.xlsx

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Thanks much, Rachel! This is very helpful. I marked the documents that need to go to Jane's SP folder today as well. Here is the list of today's remaining action items:

- Email draft declaration to OES plastics- Rachel
- Email draft declaration to OES climate – Rachel
- Put draft declaration in email invite to Friday virtual meeting and double check the times – Rachel
- Review memo 8, add talking points - Hodayah
- Migrate remaining memos to speechwriter TC folder (memos 8,13,21,27)
- Email SP youth engagement memo and COP26 youth event talking points to Rosemary, Lindsey and Speechwriter as discussed – Megan
- Email speechwriter and indicate that all memo except for youth engagement and meeting with Ambassador are done and ready for her review and that we are printing Monday- Megan
- Copy documents, as indicated in spreadsheet, to Jane's sharepoint folder – Rachel
- Email martin and angela that docs are ready for Jane's review and timeline – Hodayah
- Finish briefing memo for tomorrow's meeting with Jane – Megan
- Respond to Keri – Hodayah
- Respond to Australia – Hodayah
- Email Canada – Hodayah
- Email Secretariat re Ukraine - Hodayah

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**From:** Westrate, Rachel [Westrate.Rachel@epa.gov](mailto:Westrate.Rachel@epa.gov)  
**Sent:** Wednesday, March 16, 2022 2:25 PM  
**To:** Finman, Hodayah <Finman.Hodayah@epa.gov>; Barnhart, Megan <barnhart.megan@epa.gov>  
**Subject:** Status Spreadsheet

Hey Hodayah and Megan,

Attached is a spreadsheet of the current status of documents. I'll work on finishing up the drafting I'm in charge of (noted in spreadsheet). I'll let you know when I'm done, and Hodayah you can review.

**Rachel Westrate**

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